



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

March 27, 2009

GENERAL LETTER NO. 17-C(3)-3

ISSUED BY: Bureau of Child Welfare Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter C (3), **ADDITIONAL CASE
PLANNING INFORMATION**, Topic 10, Family-Centered Services,
pages 1 and 2, revised.

Summary

This chapter is revised to reflect that:

- ◆ Parenting counseling and education services (P410 - individual and P420 - group) no longer exist.
- ◆ Community resource procurement services (A740) no longer exists.
- ◆ Family team meeting facilitation services are no longer billed under A75X codes.
- ◆ The DHS procurement card program now uses a corporate VISA charge card rather than the MasterCard charge card.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Chapter C(3), and destroy them:

<u>Page</u>	<u>Date</u>
Topic 10, pages 1-4	May 4, 2007

Additional Information

Refer questions about this general letter to your area social work administrator.

Topic 10: Family-Centered Services

Family-centered supportive services include interventions that are needed to enhance safety, permanency, and well being for the child or children in the family. These services may be provided to a child up to the age of 18.

The service need meets the requirement for supportive services when a child:

- ◆ Has a protective need, preventative need, or a need to be supported to achieve the highest developmental level possible, while at the same time
- ◆ Living in the least restrictive, most homelike environment possible

Components of family-centered supportive services include:

- ◆ Supervision
- ◆ Family team meeting facilitation
- ◆ Relative home studies and home study updates
- ◆ DHS Procurement Card Program

Supervision Services

Supervision services are activities that provide monitoring needed by a child or family member and are undertaken by a DHS case manager in lieu of purchasing family safety, risk, and permanency services.

Supervision activities may include, but are not limited to:

- ◆ Guidance for the family to facilitate improvement in adjustment.
- ◆ Inspection and monitoring of the home environment of a child's parent or other relative to evaluate its safety and suitability.
- ◆ Oversight of family participation in services and adjustment within the community.
- ◆ Behavior monitoring for children, if necessary, to ensure their positive community adjustment.

Supervision services may also be appropriate to provide oversight and monitoring of visits between children and their parents when no other services are being provided during the visits. When children have been placed outside of the family home, it is important to provide parent-child visits early and often to promote reunification whenever possible.

Family Team Meeting Facilitation Services

Family team meeting facilitation services include activities undertaken to conduct a family team meeting. Persons delivering this service must perform the following activities in service delivery:

- ◆ Respond to a Department referral to facilitate a meeting;
- ◆ Work with the family and others to identify meeting attendees and help prepare them for the meeting;
- ◆ Arrange the location for the meeting;
- ◆ Send the meeting invitations;
- ◆ Conduct and facilitate the family team meeting;
- ◆ Record key issues, discussion topics, and decisions reached during the meeting;
- ◆ Prepare and submit electronically to the Department worker, within 7 calendar days of the meeting, post meeting notes, using form 470-4126, *Family Team Meeting Facilitation Notes*, that the Department worker will use in developing the case permanency plan.

DHS Procurement Card Program

The Child Welfare Procurement Card Program is a program through which designated Department staff within participating service areas receive a State of Iowa Procurement Card, which is a corporate VISA charge card issued to a state employee. This card can be used to purchase tangible goods and concrete supports approved for children and families in the child welfare system.

Department staff interested in learning more about operation of the Child Welfare Procurement Card Program may access and review the DHS Procurement Card Handbook at this location: [Hoovr3s1/OFS771/PROCCARD](#). Select the "Procurement Card Handbook" file.